

Work Order Process

Request for Services

Departmental service requests should be made through our web based program. A "Work Request" may originate from anyone on campus; however, all forms should be approved by the budgetary authority in each department.

To enter work requests via the Internet:

Please make sure you enter data in all CAPS. The required fields are the Property (Building), Asset, Service, and the Requestor email address. It is also important to put as much information in the description area as possible. If a special account number is to be charged, please enter the account number in the description area.

When checking the status of submitted requests you will be able to view three status types:

Requested - WR entered but work order has not been printed.

Open - WR is now a work order and copy has gone to the appropriate Maintenance Supervisor.

Completed - WR is closed.

Normal Office Hours:

Monday - Friday

8:00 a.m. - 5:00 p.m.

Phone: (254) 968-9267

Fax: (254) 968-9270

Location:

Physical Plant Building, northeast corner of campus by the "Smoke Stack"

Mailing Address:

Box T-0530

Stephenville, TX 76402